

# Mundy's Saturday Farmers' Market Guidelines and Vendor Application

**Farmers' Market Committee**  
Mundy Township Administration Building  
3478 Mundy Avenue, Rankin, MI 48473  
(810) 655-4631

**The Market Guidelines** are intended to provide clear direction to all vendors and establish rules that help the market runs smoothly. All vendors must abide by the following Guidelines:

**Purpose:** The Mundy Township Farmer's Market will be a place where a person can connect with the local community and our resources for healthy living.

We are committed to developing:

- A network of farmers who provide fresh, wholesome food
- A safe place with a sense of community
- A strong, attractive market for buyers.

The Market will be held every Saturday starting June 20, 2009 and ending on October 24, 2009 at the West parking lot of the Mundy Township Building in Rankin, Michigan.

The Market will be open between the hours of 9:00 am and 2:00 pm, and these hours are subject to change by the Market Manager. Market is held rain or shine.

## I. General Guidelines

- A. The Mundy Township Farmers' Market (MTFM) will be made up of a combination of Grower/Producer Vendors, Food Vendors, and Handmade Arts and Crafts Vendors. Because the Farmers Market is built around the number of Grower/Producer vendors, our primary emphasis will be on these vendors. The market will be at least 50% Growers/Producers. Because we emphasize quality, healthy, organic, and locally grown/made items, we will give preference to vendors accordingly and will allow no commercially produced or resale items. Approval of vendors and specific products will be made by the Market Manager. Community Organizations are encouraged to vend at the market, but are still subject to approval
- B. The Market Manager or representative is responsible for the orderly and efficient conduct of the market and for implementing the guidelines. The Market Manager or his/her representative reserves the right to conduct a farm inspection at any time during the growing season to verify that the product is grown by the vendor. The market will be organized in orderly rows according to the Market Managers direction. Disrespect of the Market Manager is not tolerated and may result in the immediate dismissal of the vendor.
- C. If a vendor is unable to attend a market day that they have informed the Market Manager they will be vending at, then the vendor must contact the Market Manager by the end of the business day Thursday before the market day that will be missed. Emergencies do come up and may be considered by the manager, however, if there is a pattern of cancellation then the vendor may have their vendor permit revoked.

## II. Market Logistics

- A. All vendors must be set up no later than 30 minutes prior to the market opening for the purpose of booth inspection. Typically, the Market Manager will be at the Market 2 hours prior to the opening of the Market. It is important for vendors to arrive well before 8:30 am so that the Manager has the opportunity to rearrange vendors so that there are no gaps in the vending row. More than 2 late arrivals may result in a vendors permit being revoked.
- B. Vehicles will be allowed to pull directly onto the Township Parking lot for the initial stocking of the booths. Vehicles should then be parked in overflow parking on the other side of the Township Building. Restocking of goods shall be done by cart unless the Market Manager determines that other procedures for restocking goods are appropriate. It is up to the Market Manager to determine if goods will be allowed to be sold directly out of vehicles.
- C. Vendors are required to bring their own tables, display racks, etc. Any tents or canopies must be free standing, without being anchored to the pavement. Displays should be constructed in such a way that they do not pose a hazard to customers. All food products will be displayed at least 12" above the ground.

- D. Vendors are required to keep their stand or selling area neat and clear of obstacles, litter and other debris. Vendors are responsible for bringing garbage containers for disposal of waste and debris for the convenience of their customers. At the end of the day, you are required to take home everything that you do not sell including boxes, bags, etc. A dumpster is available for trash.
- E. Restrooms will be identified for you to use. (The Township Building will not be available until after the August election.)
- F. Vendors are not allowed to leave the market site early unless approved by the Market Manager. Tear down shall begin immediately at the close of the market.

### III. Items for Sale

- A. All goods that are intended to be sold at the market **must** be listed on the submitted market application. If a vendor wants to sell additional products not listed on their market application then they **must** contact the Market Manager to let him know ahead of selling the product at market. *Only produce and products* approved by the Market Manager may be sold by the vendor(s).
- B. All items must be accurately represented and clearly priced. Certified organic growers are encouraged to display their certificate.
- C. The Market Manager has the right to verify compliance with all applicable rules and regulations.

### IV. Guidelines for Selling

- A. Vendors must post a sign clearly showing their business name and address. The sign should be at least 8" by 18" in size with at least 1" lettering. Pictures of a vendor's farm or operation are encouraged to be displayed within their booth.
- B. Vendors are encouraged to wear nametags and have business cards available for customers.
- C. Vendors are expected to treat customers, other vendors and the Market Manager in a courteous manner. No discrimination is permitted at the market.
- D. Vendors who display or hand out materials from other non-profit groups or organizations must display signage that clearly states that such solicitation is not affiliated with MTFM.
- E. No hawking or calling attention to products or services or amplified music by vendors is permitted during market hours of operation.
- F. The representative of the vendor must be directly involved with or knowledgeable about the production of the produce or products being sold at the market.
- G. Liability insurance is encouraged for all vendors
- H. Vendors are required to display applicable licenses (ex. state sales tax) in a visible location within their booth area.

### V. Grievance Procedure

- A. Whenever a Township official or Market Manager finds any vendor in violation of any of the requirements of these Market Guidelines or any Township ordinance, the Manager shall immediately notify in writing the vendor thereof to correct or abate the violation(s). If the violation is not abated within a reasonable period of time, established by the Manager, then the Market Manager shall immediately revoke the vendors permit for MTFM and report the violation to the Mundy Township Farmers' Market Committee.
- B. The vendor shall have fourteen (14) days from the time of revocation to file a grievance or appeal with the Mundy Township Farmers' Market Committee. Their recommendation will be presented to the Township Board, who will hold the final decision.

# 2009 Mundy's Saturday Farmers' Market Vendor Application

Mail all correspondence to:  
Farmers' Market Committee  
Mundy Township Administration Building  
3478 Mundy Avenue, Rankin, MI 48473  
(810) 655-4631

Vendor Business Name: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip code: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Website Address: \_\_\_\_\_

Applications will be accepted throughout the 2008 market season.

## **2009 Fee Schedule for one booth (approx. 10' x 20' parking space)**

Season = \$150.00      Monthly = \$ 50.00      Single Day = \$15.00

### **Payment Procedure**

1. All fees must be received by the Farmers' Market Committee at the Mundy Township Hall.
2. A deadline for submittal of booth fees will be by the end of the business day Wednesday prior to the Saturday market that a vendor wants to sell at.
3. Payment for vendor booth fees must be made in the form of a check made out to the **Charter Township of Mundy**. Cash payments are accepted only at the Township Hall.

Number of Booths \_\_\_\_\_ (note: each aforementioned fee is for one vendor booth space)

### **Vendor Compliance Agreement:**

I (We), the undersigned, have read the Market Guidelines for the Mundy Township farmers' market, and do agree to abide by all these rules and regulations. I (We) further understand that failure to comply with the Mundy Township Farmers' Market Guidelines and all federal, state, county and local regulations and licensing, will mean dismissal from the market.

As a vendor wishing to participate in the Mundy Township farmers' market, I (we) agree to SAVE, HOLD HARMLESS AND INDEMNIFY Mundy Township Farmers' Market, Mundy Township, the Market Manager and any other property owners associated with the Mundy Township farmers' market from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by Mundy Township Farmers' Market when such damages or liability arise out of acts of my (our) own, or of my (our) employees or associates, located at such site.

I (We) understand that by submitting this application does not guarantee that I (We) will be allowed to vend at the market. Final decision will be made by the Market Manager and may be appealed through the Farmers' Market Committee.

\_\_\_\_\_  
Name (print) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

*(more information required on reverse side)*

Please be specific and list all items you are considering selling. Indicate whether the items are grown or made by you or your operation or whether they are not produced by you (brokered.) Include all kinds of fruits and vegetables, all types of nursery stock, flowers, prepared foods, processed foods, baked goods, animals and animal products, etc...

[illegible]

Farm or business address if other than above:

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Address: Yes ☐ No ☐

Home Phone: Yes ☐ No ☐

Business Phone: Yes ☐ No ☐

Fax: Yes ☐ No ☐

Email Address: Yes ☐ No ☐

**Thank you for your interest in the Mundy's Saturday Farmers' Market. The Market Manager will be contacting you soon regarding your application.**